

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION 32-1002**

**10 AUGUST 2016**

**Civil Engineering**

**BASE EXCAVATION PERMIT**



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OPR: 934 MSG/CEC

Certified by: 934 MSG/CC  
(Colonel Craig Petersen)

Supersedes: 934AWI32-1002,  
27 July 2012

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities* and references Air Force Instruction (AFI) 32-1001, *Operations Management*. It establishes base property excavation procedures to prevent unscheduled interruption of underground utilities. This instruction applies to anyone excavating, opening walls, directing or otherwise causing an excavation to be made. It includes everyone working on this installation; all tenant units and all contractors and utility firms. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command (include OPR mailing instructions). Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Record Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afrims/afrims/>.

**SUMMARY OF CHANGES**

This instruction updates the responsibility from the Civil Engineer Resources (934 MSG/CER) office to the Engineering office (934 MSG/CEC).

**1. Responsibility.** The Base Civil Engineer is responsible for the prevention of unscheduled interruption of base utilities. No excavation will be made on this base without prior written approval from The 934th Civil Engineering Flight Chief (MSG/CEC).

**2. Notification and Approval.** Whenever the scope of a project requires excavating operations, use AF Form 103, *Base Civil Engineering Work Clearance Request*, to notify 934 MSG/CEC of proposed excavation and to seek clearance from affected parties. AF Forms 103 will be submitted no less than ten working days prior to the start of excavation. There will be a weekly meeting for review of new AF Forms 103 to obtain required signatures and approvals.

2.1. All AF Forms 103 will be completed before any underground work begins. The following is the process for initiating and completing AF Forms 103 at the 934th Airlift Wing.

2.1.1. The agency requesting excavation will contact the The 934th Civil Engineer Flight (934 MSG/CEC) office in building 744 to initiate and complete all AF Forms 103.

2.1.1.1. After an AF Form 103 has been initiated, 934 MSG/CEC office will coordinate notification of all affected agencies and coordinate the locating and marking of utilities in the construction area. The area to be marked shall be identified/outlined using white paint or white flags. Notification, locating and marking will be completed prior to the beginning of excavation.

2.1.1.2. If the excavator is a member of the 934 MSG/CE or 934 CES, 934 MSG/CEC will notify "Gopher State One Call" to initiate the location of commercial utilities. All other excavators have the responsibility to notify "Gopher State One Call" at [www.gopherstateonecall.org/submit](http://www.gopherstateonecall.org/submit). "Gopher State One Call" must be notified 48 hours prior to excavation.

2.1.1.3. After all agencies have signed off and approved the work to be performed, including any applicable Gopher State One Calls, 934 MSG/CEC will notify the requester that they may proceed to safely dig.

2.1.1.4. If the request is disapproved, 934 MSG/CEC will notify the originator and provide the reasons why it was disapproved.

2.2. Maintaining Excavation Site Markings. After an area is marked, excavation should begin within ten days. If more than ten days have elapsed and digging has not started, a re-mark may be requested. If weather has faded or obliterated any markings, a re-mark may be requested. It is the responsibility of the original requester and person(s) doing the digging to try and preserve the location of the markings to the greatest extent possible. A re-marking may be requested but evidence of sloppy efforts in preserving the markings will result in delays in re-marking. A request for re-marking/verification of locations will need to be accomplished and annotated on the original AF Form 103 in the remarks section.

2.3. As-Built. After all work is complete it is the responsibility for the AF Form 103 original requester to provide as-built drawings to 934 CEC. 934 MSG/CEC will then forward all as-built drawings to the Civil Engineer draftsmen.

2.4. Requests should be limited to a contiguous dig area. Even though it may be simpler to combine two separate dig areas in one request, it could create a more difficult job for the locators. If the projects are related or part of the same job, but the dig sites are unconnected, consider breaking them down into separate requests.

2.5. Work Schedule. If an excavation is performed in stages, request should be staggered so that the locate marks will be fresh when a new area is to be excavated.

2.6. Hand Digging Zone. Excavators are required to maintain a minimum horizontal (side-to-side) clearance of two feet (24") between an unexposed, marked utility and the cutting edge or point of any power operated excavating or earth-moving equipment. For example: if the markings indicate a 6" pipe is buried, the hand dig zone is 54" wide (24" + 6" + 24"). If the excavation is required within the hand dig zone, the excavation must be performed very carefully with hand tools and without damage to the utility or undermining of lateral support. Excavators are reminded that a utility depth may vary due to installation practices, changes in grade, frost, erosion, and other variables. Therefore, any depth readings given by a locator, if given at all, are only an estimation of the depth of the utility, and the excavator is still responsible to safely expose the utility without damage.

### **3. Damage.**

3.1. During the course of digging, it is the excavator's responsibility to inspect and support all utilities that have been exposed. The excavator also must inspect utilities for any damage which could have accidentally occurred. This damage may include the pulling or kinking of a utility line or damage to the protective covering/coating. If damage occurs it is the excavator's responsibility to immediately notify 934 MSG/CEC. While excavating, if power operated equipment makes physical contact with an underground utility and whether there is noticeable damage or not, the excavating must stop and the 934MSG/CEC office must be notified. If it is a private contractor doing the excavating, the Contracting Officer also needs to be notified. A detailed description/analysis of the incident will need to be attached to the AF Form 103 for later follow-up. A peer review group will be established to go over the submitted AF Form 103 and the incident report to help determine liability.

3.2. If there is damage that results in the escape of any flammable, toxic or corrosive gas or liquid, or damage that endangers life, health or property, the excavator shall immediately call 911 on a base phone or 612-713-1911 from a cell phone. Immediate action must be taken to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of emergency responders.

ANTHONY G. POLASHEK, Colonel, USAF  
Commander, 934 Airlift Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installation and Facilities*, 4 March 2010

AFI 32-1001, *Operations Management*, 16 September 2014

***Adopted Forms***

AF Form 103, *Base Civil Engineering Work Clearance Request*, 11 March 2003

***Terms***

**Utilities**—The terms utility or utilities include, but are not limited to, the following systems and their components: water, sewer, gas, electrical, fuel, steam, condensate, and communications.

**Excavation**—Digging of a surface or opening of an existing surface (building walls) or excavating to a depth exceeding four inches below existing grade. Plowing or tilling for planting grass, shrubs, or similar plants is exempt from this instruction as long as the four-inch depth is not exceeded.